

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION**

POSITION TITLE: GEAR-UP MENTOR

POSITION LOCATION: ASDB

POSITION REPORT TO: Instructional Assistant Supervisor, ASD/
Grant Site Coordinator

POSITION SUPERVISES: None

MINIMUM QUALIFICATIONS:

High School Diploma or GED. Intermediate sign language skills/ knowledge of Braille skills level 1 and 2. Experience, working with disabled individuals in an educational setting. CIT certification or completion of CIT course within one year of hire, CPR and First Aid certification within three months of hire

PREFERRED QUALIFICATIONS:

Experience working with sensory impaired or sensory impaired multiply disabled children; experience with behavior management techniques; course work in a field related to Special Education and/or Rehabilitation; native like Sign Language skills; CPR and First Aide certification. Prior experience in one on one tutoring or mentoring of students in a variety of academic subjects.

MAJOR DUTIES AND RESPONSIBILITIES:

Provide tutoring, mentoring and academic support in a one-on-one setting to assigned student(s) following the objectives established by the classroom teacher; foster the maximum level of independence possible with each student; provide tutoring and mentoring for homework, special projects, and enhancement of the student's academic level outside the regularly scheduled day and classroom setting. Explain and model behaviors and values that offer the best opportunities for the student's academic and personal success in educational, recreational, social and home environments. Participate in and use information acquired at in-services and training activities to provide student with information about future educational opportunities, career exploration study and organizational skills .. Raise student's awareness of the broader range of possibilities and choices available. Document contacts with assigned students and parents on a weekly basis and meet with Coordinator to review. Participate in parent meetings and social activities sponsored by the program. Meet with student's teacher regarding academic needs and progress at least monthly. Follow policies and guidelines of the agency. Complete other related duties as assigned

KNOWLEDGE. SKILLS. AND ABILITIES:

Clear communication skills (verbal, signed, and written), knowledge of deafness, blindness, knowledge of behavior management techniques, ability to complete CPR/First Aid within three months and CIT certification within one year, time management skills, interpersonal skills, and knowledge of ASDB policies and procedures. Ability to maintain confidentiality.

SPECIAL CONDITIONS/REQUIREMENTS:

Must utilize appropriate personal protective equipment as required.